GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

SOCIAL WELFARE DEPARTMENT – Procurement and Supply of Provisions & Dietary Items and Student Amenities to the boarders of Hostels and Residential Schools of SW/TW/BCW/MW/DW/JW/APRS/APMS and KGBVs – "Amendment of the existing committees and process of procurement of Provisions and Student Amenities" – Orders – Issued.

SOCIAL WELFARE (EDU.II) DEPARTMENT

G.O.Ms.No.53 **Dated:31.08.2023.**

Read the following:

1. G.O.Ms.No.126, SW (Q2) Dept.,dt:03.09.1997.
2. G.O.Ms.No.64, BCW (B1) Dept.,dt:29.11.1997.
3. G.O.Ms.No.75, SW (TW.Edn.I) Dept.,dt:19.07.1999.
4. G.O.Ms.No.7, BCW (B2) Dept.,dt:02.05.2013.
5. G.O.Ms.No.4, TW (Edn.1) Dept.,dated:11.01.2018.
6. Instructions of the Special Chief Secretary to Hon'ble CM, GOAP, during the review meeting held with all the Secretaries of Welfare Departments on 06.02.2023.
7. Minutes of the meeting conducted by the Principal Secretary to Govt., BC Welfare and Social Welfare (FAC) on 07.02.2023 with all Welfare Departments and Civil Supply Corporation.
8. Report submitted by the Committee on Procurement.
9. From the DSW, A.P. vide e-Office File No.2035285 dated:07.07.2023
10. G.O.Ms.No.46 Social Welfare(EDU.II) Dept.,Dt.14.07.2023.

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O R D E R :

In the references 1st to 5th cited, the Government have issued orders on decentralization of financial powers relating to maintenance of Government Hostels / Residential Schools / Other Institutions duly constituting the District Purchase Committee and Divisional Purchase Committee for procurement of all items and provisions respectively.

2. In accordance with the instructions issued and as per the report of the procurement committee vide references 6th to 8th read above, the Government have decided to amend the existing procurement procedure in partial modification to the earlier orders issued vide references 1st to 5th cited, on procurement of Provisions, Dietary Items and Student amenities with a motive to maintain good quality, cost effective, efficiency and transparency in supply, delivery and receiving of items promptly to provide healthy and qualitative diet that are balanced, varied and culturally appropriate according to the enhanced diet charges.

3. Government after careful consideration and examination of the proposal of the Director of Social Welfare, vide reference 9th cited and taking into consideration of the recommendations made by the committee on procurement, hereby issue the following orders:

(i) ITEMS TO BE PROCURED :

Details of the items to be procured through State / District / Divisional Purchase Committee, from various agencies for supply to the doorsteps of the institution point.

Sl. No.	Name of the Item	Agency	Supply through
	NON PERISHABLE ITEMS / PROVISIONS		
1	Red Gram Dall	A.P. State Civil Supplies Corporation Limited	
2	Moong Dall		
3	Roasted Chana Dall		
4	Urad Dall		
5	Idly Ravva		
6	Palm Oil		
7	Ground Nut		
8	Green Battani		
9	Sugar		
10	Salt		
11	Red Chilli Powder	Girijan Co-operative Corporation	A.P. State Civil Supplied Corporation Ltd.,
12	Tamarind		
13	Turmeric Powder		
14	Popu Items	A.P. State Civil Supplies Corporation Limited / Through Central Tender Process	
15	Spices		
16	Ragi Powder		
17	Wheat Flour		
18	Wheat Ravva		
19	Chikkies		
20	Sambar Powder		
21	Jaggery		
	PERISHABLE ITEMS		
1	Eggs	Approved agency under Mid Day Meal Programme	
2	Milk	Through AMUL/VIJAYA/Local Dairy	
3	Garlic	Through the Dist. / Divisional Purchase Committee Note: Vegetables, Onions, Banana through Rythubazar	
4	Onions		
5	Vegetables		
6	Ginger		
7	Banana, Guava/ Seasonal Fruit		
8	Chicken		
Student Amenities		Through Centralized Procurement	
1	Bedding Material		
2	Uniform Cloth		
3	Note Books		
4	Work Books		
5	Iron Trunk Boxes		

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6	Plate	
7	Glass	
8	Katora	
9	Utensils (Cooking & Serving)	
10	Sports Material	
11	Stationery Items	
12	Student Study Material	
13	School Bags	
14	Shoes & Socks	
15	Kitchen Equipment	
	In addition to the above, other items if any as desired for supply to the Students as recommended by the State Level Committee from time to time as per the need.	

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(ii) PROCUREMENT PROCEDURE:

The following steps are involved in Procurement and Supply of provisions and dietary items to Welfare Hostels, Residential Schools, Homes and Other Institutions.

a) The Director of Social Welfare / Secretary, APSWREIS is authorized as Nodal Officer for processing and finalization of Tenders at State Level.

b) The District SC Welfare & Empowerment Officer shall be the Nodal Officer for processing and finalization of tenders at District Level.

c) Nodal Officer has to collect the requirements from all the other departments and hold a meeting with them for finalization of the list of items required to be procured at State/District/ Divisional Level.

d) Nodal Officer is authorized to constitute the Sub Committees for completion of pre-requisites (Tender Document Verification, Technical evaluation, etc.,) prior to commencement of State Level Purchase Committee for finalization of the Tenders.

e) To monitor the procurement process with technical evaluation, the following committees are constituted at State /District / Divisional Level.

State Level Purchase Committee:

Principal Secretary to Government Social Welfare	Chairperson
All Secretaries of Welfare Departments	Members
Secretary to School Education Department	Member
Secretary to Civil Supplies Department	Member
Secretary to Industries, Infrastructure and Innovation Department	Member
All the Heads of Welfare Departments, Residential Schools and Stake Holder Departments	Members
Director of Social Welfare/Secretary, APSWREIS	Member Convener

i. Committee has final authority to take decision on all the issues related to centralized /decentralized procurement.

ii. Committee shall meet once in three (3) months to review on (i) Placing of indents time to time, (ii) Supply of Stocks by the vendors and (iii) Quality Check by the officers concerned.

iii. Committee has power to disqualify the selected firm if any deviations noticed and selection of new firm duly recording reasons on it in case of non-supply of any item and found inferior quality in supply.

iv. Committee has power to impose penalty on delay in supply.

District Level Purchase Committee:

Joint Collector / PO, ITDA **(for ITDA Areas)**	Chairman
All the District Heads of Welfare Departments, Residential Schools and Stake Holder Departments	Members
Dy.Director, Dist. Industries	Member
Dist. Supply Officer	Member
Asst. Director, Marketing	Member
One ST MLA (nominated by Chairman) **(for ITDA Areas)**	Member
Dist. Manager, GCC **(for ITDA Areas)**	Member
Dist. SC Welfare & Empowerment Officer	Member
Dist. Tribal Welfare Officer **(for ITDA Areas)**	Convener

Roles & Responsibilities:

i. Committee has authority to take decision on all the issues related to District/Divisional level procurement.

ii. Committee shall meet once in three (3) months to review on (i) Prices of perishable items (ii) Placing of indents time to time, (iii) Supply of Stocks by the vendors and (iv) Quality Check by the officers concerned at District and Divisional level.

iii. The District Purchase Committee shall authorize the Divisional Purchase Committees, to procure the perishable items along with timelines.

iv. Committee shall take a decision on either prices exploring tender or Daily prices monitoring based on Consumer price index and fix the range of prices once in (3) months and communicate the same to the Chairman of Divisional Level Purchase Committee and to see that it will be implemented without any variation.

v. Committee has power to disqualify the selected firm if any deviations noticed and selection of new firm duly recording reasons on it in case of non-supply of any item and found inferior quality in supply at District level.

Divisional Level Purchase Committee:

Revenue Divisional Officer	Chairman
Principal, Residential School (as authorized by the DCO concerned)	Member
Assistant Supply Officer (as authorized by the RDO concerned)	Member
Estate Officer, Rythu Bazar (Divisional HQs Rythu bazar)	Member
Asst. Welfare Officers (SC/BC/ST)	Member
CDPO, WD & CW(as authorized by the PD, WD & CW)	Member
Asst. Social Welfare Officer (Divisional Head Quarter)	Member Convener

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Roles & Responsibilities:

i. Committee has authority to take decision on all the issues related to Divisional level procurement.

ii. Committee shall meet once in two (2) months to review on (i) prices of perishable items (ii)Supply of Stocks by the vendors (iii) Receiving of stocks time to time and (iv) Quality Check.

iii. Committee has power in fixation of prices as per the directions of the District Purchase Committee.

iv. All the members of the Divisional Purchase Committee should visit the Hostels/Residential Schools located in their office jurisdiction once in a month to verify the quality and quantity of items procured from the approved vendor.

v. Time lines fixed for completion of tender processing activity:

S.No	Activity	Timeline	
		SLC	DPC/DLPC
1	Preparation of Tentative Requirements	Last week-Feb	1st May
2	Inviting Tenders	1st week -March	5th May
3	Finalization of Tenders	3rd week -March	20th May
4	Placing of Indent by the Department concerned	1st week - April	25th May
5	Supplies	1st week – June Completion	Starts on re-opening of hostels/residential schools

(iii) PLACING OF INDENT:

a) The District Heads of the respective Departments have to place indent for Non Perishable Items for 60 Days basing on the attendance and quantities prescribed in the Menu and the time lines for placing the subsequent indents for 60 Days as follows:

i. Placing of indent - 45th Day from preceding indent.

ii. Completion of Supplies - 55th Day from preceding indent (by 5th of every two months)

b) In respect of the Perishable Items, the Institutional Heads shall place indents on Monthly basis and supplies should be on weekly basis, depending on the nature of the item.

c) In case of any delay in supplies, the institutional heads are authorized to procure the required commodities from the local vendor only for 5 Days as per the approved rates in District Purchase Committee. If it exceeds 5 days for any reason, the same shall be brought to the notice and for necessary direction of the State Committee.

(iv) RECEIVING OF STOCKS:

a) The institutional heads are responsible to receive stocks in good condition as per the quantities indented.

b) The items received from the Vendor should be stored in containers to prevent spoilage and contamination and should follow the best practices based on nature of the item.

c) In case of the quality is not good, the stocks should be rejected with proper remarks in detail and the remarks should be informed to the state committee with remarks in writing accompanied with the sample of the undesirable commodity for reference.

(v) QUALITY CHECK

a) Quality Check Certificate issued by the competent authority, stamping on quality and Logo of the agency shall be affixed on the package.

b) GPS tracking shall be provided to the Stage-II Vehicles by the Civil Supplies Department while supplying stocks at the door steps of the Hostels/Institutions.

c) The District Purchase Committee shall constitute the Divisional Level Quality Check Committee, to verify the stocks at MLS Point prior to dispatch of stocks to the institution point.

d) Food Inspector should be included in the Divisional Level Quality Check Committee.

e) The Quality check should be made by the District Heads of the respective department, during their periodical visit of institutions.

f) Once the supplies are completed for every indent, the Divisional Level Officer/DCO should inspect every institution in their jurisdiction and confirm the quality.

g) The District / Divisional Level Officers are authorized for rejection of stocks with proper justifiable reason at any point of time, whether if the quality of stocks found inferior.

h) Further, the supplied stocks found inferior in quality and quantity and as reported by the Officers concerned at all level, such stock should be replaced and in this case, no additional charges for transport/handling shall be paid.

(vi) TECHNICAL SUPPORT:

a) Integration of JNB Nivas Portal with SCM Portal of Civil Supplies Department.

b) Procurement Module consisting of the auto generation of the indent based on the attendance and quantities prescribed in menu duly considering the closing balance, through JNB Nivas Portal.

c) An interface with SCM (Supply Chain Management) Portal, shall be made for displaying the item wise availability of Stock with tentative requirement for next 45 days and thereby, the Civil Supplies Department shall made arrangements for supply of stocks to the MLS Points, for in time supply.

d) Authentication of Supply of Stocks by the Divisional Level Officers shall be uploaded in logins of JNB Portal.

e) Rejection of Stocks with remarks and photo upload at institutional level shall be made in JNB Portal.

4. The Commissioner of Civil Supplies is requested to take appropriate action on procurement of non-perishable items as per the indents placed by the Welfare Departments and Residential School Societies, duly following the procedures laid down for procurement and all the Stocks along with Rice shall be supplied to the doorsteps of the Hostel/Institutional Point in the prescribed time lines.

5. All the Heads of the Department of Social Welfare, B.C. Welfare, Tribal Welfare, Minority Welfare, Differently Abled Welfare, Juvenile Welfare and School Education Department and Secretaries of Residential Educational Institutional Societies of SW/TW/BCW/MW/DW/JW/APRS/APMS and KGBVs are requested to take necessary action on procurement and supply and the expenditure should met from the respective Head of Accounts accordingly.

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6. The CEO, APCFSS is requested to take necessary modifications / updates accordingly in JNB Nivas Portal.

7. This order issues with the concurrence of the Finance Department vide their U.O Note No. FIN01-FMU0ASD(WEL1)/39/2023, computer No. 2159795, dated: 26.08.2023.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

Dr. K.S. JAWAHAR REDDY
CHIEF SECRETARY TO GOVERNMENT

To
The Special Chief Secretary/Principal Secretary/ Secretary to Government,
Tribal Welfare, B.C. Welfare, Minority Welfare, WCDA&SC, School Education/Civil Supplies.
The Director of Social Welfare, A.P., Amaravati.
The Director of Backward Classes Welfare, A.P., Amaravati.
The Director of Tribal Welfare, A.P., Amaravati.
The Commissioner of School Education, A.P, Amaravati.
The Commissioner, Minority Welfare, AP, Amaravathi
The Secretary, A.P.S.W.R.E.I.S., Amaravati.
The Secretary, MJP AP BCW REIS, Amaravati.
The Secretary, APTWREIS/Gurukulam, Amaravati.
The Secretary, APREIS, AP Model Schools and KGBVs, Amaravathi
The Director of Differently abled, Transgenders & Senior Citizens Welfare, Amaravati.
The VC & MD, APSMFC, Ltd., Amaravati.
The Principal Accountant General (Audit-I), A.P., Vijayawada.
The Director of Treasuries & Accounts, A.P., Mangalagiri, Guntur.
The Pay and Accounts Officer, AP, Mangalagiri, Guntur.
The Commissioner, Information & Public Relations Department, Vijayawada.
The Commissioner of Civil Supplies, A.P., Amaravati.
The CEO, APCFSS, Ibrahimpatnam.

Copy to:

All the District Collectors in the State.
All the District Unit Officers of Social Welfare, Tribal Welfare, B.C. Welfare, Minority Welfare, Differently Abled Welfare, Juvenile Welfare and School Education Departments through HODs.
All the Principals of Residential Schools (through Secretary APSWREIS / Mahatma Jyothi Rao Phule Residential Schools/ APTW Gurukulams/ AP Residential Schools of Education Department.
All District Treasury Officers.
The Finance (Expr. SW) Department.
OSD to Chief Secretary to Govt., A.P. Secretariat.
P.S. to Secretary to C.M.
P.S. to M (SWE &TWE) /M(BCW) /M(MW)/ M (WCD & DW).
Sf/Sc.

//FORWARDED::BY ORDER//

SECTION OFFICER